



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened Tuesday, November 28, 2017 at approximately 6:00 pm at the Timber Mesa Fire and Medical District Administration Building, located at 3561 East Deuce of Clubs, Show Low, AZ 85901.

BOARD MEETING

1. **CALL TO ORDER** – Board Chair Dennis Hughes called the meeting to order at approximately 6:00 pm.
2. **ROLL CALL OF BOARD MEMBERS** – Board Chair Dennis Hughes, Amy Kay, Lynn Browne-Wagner and Ed Lindquist were present.
3. **APPROVAL OF MINUTES**
 - A. Regular session – October 24, 2017
Member Lynn Browne-Wagner made a motion to approve the Regular session minutes of October 24, 2017 and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.
4. **CALL TO THE PUBLIC**

Chief Bryan Savage introduced Glenn Kephart, Navajo County Manager. Mr. Kephart stated that he appreciates the Timber Mesa Fire & Medical District keeping the community safe, and appreciates the strong partnership and relationship Navajo County has with Timber Mesa Fire & Medical District. He would like that strong relationship to continue. He thanked the Fire Board for approving the fire code, understands that it was a long process, and appreciated the District being patient with them through the process. Chief Savage thanked Mr. Kephart for the good working partnership with Navajo County, and with helping to approve the fire code.
5. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report
 - B. Fire Chief's Report
 - C. Operations and Training Report
Chair Dennis Hughes stated he would like to sit in on Incident Safety Officer training December 4-5, 2017 at Station 13. He also stated that the Reserve ride alongs seem to be a very positive experience.
Chief Clay Wood reported on the Mercury Spill, and the Wildland Fire. He stated even though it is the end of November the District is prepared, and he complimented the crews. He also reported on training (live burn) at the airport, which is an airport requirement.

D. Logistics Report

Chief Chevalier reported on the remodel at Station 17. This project is behind schedule, but the work is being done professionally. The completion date has been moved back to January 26, 2018. Engine 17 will be parked in the bay at the new facility, which will be heated. He welcomed anyone who would like to stop by to see the new facility.

Chair Dennis Hughes asked about the acronym RIMS CAD. Chief Chevalier stated it is the Record Management System.

E. Prevention and Community Risk Reduction Report

6. ANNOUNCEMENTS

Strategic Planning workshop scheduled for 1:00 PM on Monday, December 11, 2017 at Station 13 (Lakeside).

Annual Awards Banquet scheduled for 6:00 PM on December 16, 2017 at Torreon.

Billy Rova Jr. has been promoted to the position of Captain.

7. BUSINESS

A. Discussion and Possible: March Financial Report

Gabe Buldra, Finance Director, James Vincent Group, referred the board members to the October 2017 Financial Report in their packets. He discussed the key points of the report, which included revenues and expenditures.

Chair Dennis Hughes made a motion to approve the financial reports for the month of October 2017 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

B. Discussion and Possible Action: Presentation of the Comprehensive Annual Financial Report (CAFR) inclusive of the fiscal year 2016/2017 financial audit.

Each Board Member and Staff was given a notebook of Audit Results from the period July 1, 2016 through June 30, 2017. Lydia Hunter, BeachFleischman, the Districts auditing firm, presented the audit findings as required by statute. She discussed from the notebook the audit results summary, financial highlights-statement of net position, statement of activities, cash flow summary and internal controls. There were not any disagreements or concerns with the audit findings. Ms. Hunter stated that the Fire Board has a responsible role in the finances of the District.

Gabe Buldra, Finance Director, explained the Comprehensive Annual Financial Report (CAFR). This goes above and beyond the audit with more detail, economic factors, statistical, and brings more transparency to the District.

Chair Dennis Hughes stated after the report is finalized, he would like a news release. He thanked Ms. Hunter and Gabe Buldra for their work in the audit, and he has much confidence in them.

Lydia Hunter expressed her appreciation to staff in their efforts in gathering information through the audit.

Clerk Amy Kay made a motion to accept the audit findings from Beachfleischman for the fiscal year 2016/2017 as presented and approve the Comprehensive Annual Financial Report, and Member Ed Lindquist seconded the motion. The motion was unanimous and the motion carried.

C. Discussion and Possible Action: Change of date for the regularly scheduled meeting in December.

The regular scheduled Board meeting in December falls on the 26th, or the day after Christmas. Due to the proximity to the Holiday it was recommended to change the date to December 19th in order to accommodate any travel plans or other scheduling conflicts for Board members and staff. The Board agreed with this recommendation.

8. NEW AGENDA ITEMS

Board Elections

9. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 6:50 PM.

Amy Kay
Board Clerk

19 December 2017
Date